



JOB DESCRIPTION

TITLE: Accounting Clerk II

EFFECTIVE DATE:

LOCATION: Ft Sill

REPORTS TO: Finance Manager

JOB SUMMARY:

Performs one or more routine accounting clerical tasks, such as posting to registers and ledgers; balancing and reconciling accounts; verifying the internal consistency, completeness, and mathematical accuracy of accounting documents; assigning prescribed accounting distribution codes; examining and verifying the clerical accuracy of various types of reports, lists, calculations, postings, etc; preparing journal vouchers; or making entries or adjustments to accounts; preparing weekly, monthly, quarterly, and annual reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Must be able to operate a personal computer and possess strong attention to detail. Requires a basic knowledge of routine clerical methods and office practices and procedures as they relate to the clerical processing and recording of transactions and accounting information; basic knowledge and understanding of terminology, codes, and processes used in an automated accounting system. Other duties as assigned.